



King County
DATA ENTRY OPERATOR
(TECHNICAL INFORMATION PROCESSING SPECIALIST III)
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE AND BUSINESS OPERATIONS DIVISION
FINANCIAL MANAGEMENT SECTION
Hourly Rate \$17.63 - \$22.34
Job Announcement: 06TS5812
OPEN: 2/1/06 CLOSE: 2/8/06

WHO MAY APPLY: This career service position is open to King County career service employees who are members of Local 117 Administrative Support bargaining unit, other career service employees and the general public. First consideration will be given to bargaining unit members.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: King County, Administration Building, 500 Fourth Avenue, Seattle, WA 98104.

WORK SCHEDULE: This position is not exempt from the provisions of the Fair Labor Standards Act, and is overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday. Normal workdays start and end times are staggered to provide early and late coverage. Work hours may start between 7:00 a.m. and 9:30 a.m. and end between 4:00 p.m. and 6:30 p.m.; occasional workloads will require overtime on normal workdays and/or on weekends.

PRIMARY JOB DUTIES INCLUDE:

- Manually key in alpha-numeric data from various input documents into pre-established computer screens called "jobs."
- Utilizes special keys or data fields to expedite processing of jobs (e.g., auto duplicate or auto skip). There are 80 to 100 data entry jobs involving accounts payable, accounts receivable, ARM's general ledger, payroll, records/mailroom, warrant reconciliation and other miscellaneous areas.
- Review validity of data submitted on input forms.
- Offer suggestions to customers on how to improve input for processing.
- Take initiative to recognize errors and inconsistencies.
- Verify data entry work has been entered into the computer system correctly and make modifications when necessary.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Participate as part of a team to maintain a logging and filing system for all pending and completed jobs.
- Participate as part of a team to balance daily workloads within the work group.
- Manage heavy workloads and meet deadlines on a daily basis, with minimal supervision.
- Schedule alternative overtime schedules to address peak workloads.
- Solve data input or transfer problems.

QUALIFICATIONS:

- Minimum of 5 years using a reversed 10-key keyboard by touch.
- Demonstrated ability to type a minimum of 9,000 keystrokes per hour with high accuracy on a reversed 10-key keyboard.
- Ability to work as part of a team to prioritize, balance and share daily work.
- Ability to perform both routine and complex work on a special data entry terminal or personal computer based system and transfer completed jobs to the County's mainframe system.
- Ability to work with minimal supervision by following established procedures and instructions.
- Ability to work under pressure of demanding deadlines in a high volume, high production work unit.
- Experience using a Personal Computer including creating and saving files, use of e-mail and calendar software.

DESIRABLE QUALIFICATIONS:

- Working knowledge of King County's procedures, documents, jobs, and systems related to data processing.

SELECTION PROCESS: The applicants who meet the minimum qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training will be called for interviews and keyboard testing.

UNION MEMBERSHIP: Teamsters Local 117 Administrative Support bargaining unit.

CLASS CODE: 441305